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PR-2022-0322-22568



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **DCST**PR No.: **GF-2022-03-00248**Date: **03-22-2022**Section/End-User: **Michael D. Dag-uman**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DCST-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	RISO Ink	box	1	2,300.00		2,300.00
Specification: ?RISO Ink KZ type						
2	RISO Master Roll	box	1	1,320.00		1,320.00
Specification: ?RISO Master Roll KZ B4						
TOTAL						3,620.00

Purpose: Supplies for RISO

Checked by:		Funds Available:	
 MICHAEL ANTHONY JAY B. REGIS		 ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MICHAEL D. DAG-UMAN	MAGDALENE C. UNA JAN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU